BTC-Pol-Prv-200802-001

Bureau of TennCare
IS Policy Manual

REVISED--10/17/08

Policy No: BTC-Pol-Prv-200802-001	
Subject: MCC Provider Enrollment Files	
Approval: Encounter Data Policy Workgroup	Date: 04/04/2008

PURPOSE OF POLICY STATEMENT: To clarify TennCare's position regarding MCC submission of monthly provider enrollment files.

POLICY:

To ensure adequate provider networks as required by contract, MCCs must submit to TennCare provider enrollment files per MCC contract requirements. TennCare's provider reporting requirements are for all contracted providers plus any out-of-plan provider that has provided services to a TennCare recipient in the last 12-months. Only one provider file can be submitted per day per MCC.

For monthly submissions, these files must be submitted by each MCC no later than the 5th of each month. The MCCs will have 10 days prior to and up to the 5th of each month to submit their monthly provider enrollment file. When the 5th falls on a weekend day or a state-observed holiday, TennCare will extend the deadline to the next business day. This applies to all MCCs regardless of contract requirements for weekly or monthly provider enrollment files.

The MCCs will have two attempts to submit an acceptable monthly provider enrollment file. The second file must be submitted by the 5th and subsequently accepted to avoid assessment of liquidated damages.

Exceptions:

None

REFERENCE DOCUMENTS:

HIPAA Implementation Guides
     http://www.wpc-edi.com
TennCare HIPAA EDI Companion Guides
     http://www.state.tn.us/tenncare/HIPAA/EDI.htm

OFFICES OF PRIMARY RESPONSIBILITY:

- TennCare IS Division—to ensure that provider enrollment files are submitted to TennCare and accepted
- Information Systems Management Contractor – to process provider enrollment files through the TCMIS system
- MCCs - to follow transaction requirements